



STATE OF WASHINGTON
DEPARTMENT OF EARLY LEARNING

Date

Name
Address
City, ST Zip

Dear Name:

Your child care license will expire on Date. Renewal application materials were mailed to you on Date. We requested that you return them by Date.

If you plan to continue providing child care, please send your completed renewal materials to the Department of Early Learning (DEL) at the following address:

Name
Address
City, ST Zip

If you have not received the renewal materials and want to renew your license, please contact me immediately.

Unless I receive your renewal materials, I will assume you are closing your child care facility on Date when your license expires. If your license expires, you will not be able to provide child care, receive USDA Food Program subsidy payments or state subsidy payments. Please remember that your fee payment must be sent to Financial Services Administration (per invoice/coupon instructions)

Please contact me at phone number, if you have any questions in regards to this second notice to renew your license. Thank you for your continued interest in providing child care services to your community.

Sincerely,

Name
Child Care Licensor
cc